

## Whistle Blowing Policy

Thantawan Industry Public Company Limited

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### 1. The Objective

Tantawan Industry Public Company Limited "the company" adhering to business operations with honesty, transparency, morality and in accordance with good corporate governance principles and against corruption, regardless of any form. The Company has set "the Whistle Blowing Policy" to support and serve as a working channel for the directors, executives, employees and all groups of stakeholders of the Company able to report clues and complaints with good faith. In case of being seen actions, suspicions of fraud, illegal acts, violation of rules, regulations, policies and business ethics, inequality, careless actions or lack of prudence. To improve or continue to be accurate, appropriate, transparent and fair. This Information of the whistleblower and the reporting subject will keep secret to protect the case rights violated.

### 2. Scope of clues or complaints

Whistleblower or complainant can report clues or complaints about important matters which may have significant negative effects to the company as follows;

- 1) Illegal activities or non-compliance with the policy regarding to corporate governance, business ethics, anti-corruption.
- 2) Violations of the Company's rules and regulations.
- 3) Incorrect financial reports, defective internal control systems, and the preparation of false financial documents.
- 4) Any actions that are conflict of interest.

### 3. Whistleblowing measures any wrongful acts or complaints

according to the corporate governance principle, the Company has provided reporting channel for clue notification or complaints, comments, or suggestions, which shows that the stakeholders who are affected or are at risk to be affected, which would cause damage to the all stakeholders from the business operations of the company, or from the directors' activities, executives or employees of the company about illegal activities or the violation of ethics. Including behaviors that may indicate corruption, unfair practice, lack of care and lack of prudence through the following channels:

1. By mail, Chairman of the Board of Directors or Chairman of the Audit Committee,  
Tantawan Industry Public Company Limited  
No. 123 Sun Tower Building 32, Vibhavadi Rangsit Road,  
Chomphon Subdistrict, Chatuchak District, Bangkok 10900
2. Email to the Chairman of the Board of Directors and Chairman of the Audit Committee  
board-thip@thantawan.com
3. Company website [www.thantawan.com](http://www.thantawan.com)

#### 4. Suggestion box / comments / complaints within the Company

Suggestion box / comments / complaints within the company channel for reporting clues as a safe channel. Able to give clues to the person when requesting information, clues to the informer later, or instructions regarding compliance Anti-corruption measures.

In this regard, the company will conduct the examination according to the procedure and record the investigation in writing. Without disclosing the name of the whistleblower including the collection of complaints to protect the impact May occur with those who report such clues

#### 4. Procession when receiving a clue or complaints

4.1 When receiving clues or complaints the Company will assign the Internal Audit Department or other appropriate departments to collect relevant facts. After that, they will consider and filter information received from the whistleblowers or complainants. In the case of an examination, if it is found that there is a factual, the Internal Audit Department or other assigned departments will present to the Audit Committee and the Board of Directors for consideration, acknowledging, and instructing or determining the operational guidelines, as well as appointing the fact-finding committee for further consideration.

4.2 After the Audit Committee has verified the above facts, they will provide operational guidance to the audit committee and the board of directors in order to consider the order and specify the corrective action and consider further penalties.

#### 5. Investigation and penalties

After investigating the information or evidence that is reasonable, if it is believed that the alleged accused has engaged in corruption, illegal acts, breaches rules and regulations or the company's code of ethics, the Company will give the right to the accused to be informed of the allegations and prove themselves by seeking additional information or evidence to show that they are not involved in the alleged offense.

The Company will consider and punish those who are guilty of corruption as employees in accordance with the regulations. Disciplinary punishment of employees specified by the Company and may be punished or may be claimed for damages as required by law. If a person committing a corruption offense is a director to comply with relevant legal procedures and may be punished or may be claimed for damages as required by law.

If the accused commits corruption, illegal acts, breaches rules and regulations, or the company's code of ethics, whether they are directors, executives, staff or employees of the company, they are deemed to commit an offence regarding to a violation of the anti-corruption policy, corporate governance policy, company's code of ethics. They must be considered disciplinary action according to the company's regulations and if the action

is against the law offenders, they must be punished both legally and disciplinary penalties as regards with the company's regulations.

#### **6. Whistleblower Protection Mechanism**

To protect the rights of the complainant and the person who provided the information in good faith. The Company will conceal the name, address of any information that can identify the complainant or informant. By keeping the information of the complainant and the person who provided the information is confidential. Only those who are responsible for checking the complaint will be able to access information.

In the case of complaints regarding corruption of the directors or executives. The Audit Committee will protect the whistleblower, the complainant, witness and person who provided information in the investigation of the facts. Not to be affected by danger, unrighteousness caused by clues, complaints, witnesses or providing information.

The company will not do any unfair treatment to the whistleblower, complainant or Inspector fact, no matter change of position, change of job description, change of workplace, suspended from job, intimidate, interfere with operation, and lay off.

Those who are responsible for complaints must keep the information, complaints and documents of the complainant, including those who provide information confidential. Do not disclose information to other people who are not involved. Unless it is disclosed as required by law.

#### **7. False whistleblowing or complaints**

When the company finds, with evidences, any whistleblowing and complaints, wordings, or information that it was done with bad faith, false intent, and intended to cause damage. The Company found that it is an employee of the Company who has done these, they will be disciplined according to the company's regulations. However, if a third party cause the Company to be damaged, the Company will consider legal proceedings against that third party as well.

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- Approval from the meeting of the Nomination, Remuneration and Good Corporate Governance Committee, No. 3/2018 on August 14, 2018.
  - Approved by the Board of Directors meeting, No. 7/2018 on August 14, 2018.